

RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

Ordinance No. 34-10Passed April 26, 20104/20/10-gmk
(Personnel & Safety)

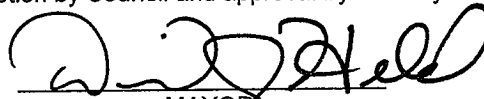
Ordinance No. 34-10

An ordinance establishing the duties and responsibilities for the position of Director of Law of the City of North Canton, repealing any and all legislation inconsistent herewith, and declaring the same to be an emergency.

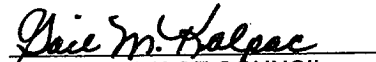
BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON,
COUNTY OF STARK, STATE OF OHIO:

- Section 1. That the duties and responsibilities for the position of Director of Law for the City of North Canton, be, and the same are hereby established.
- Section 2. That a copy of said duties and responsibilities are attached hereto as Exhibit A and are to be kept on file with the Clerk of Council.
- Section 3. That any and all legislation inconsistent herewith, be, and the same is hereby repealed.
- Section 4. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton and further necessary to ensure the continued efficient operation of the City; wherefore, this ordinance shall take effect and be in full force this ordinance shall take effect and be in full force immediately upon its adoption by Council and approval by the Mayor.

North Canton, OH
Passed: 4/26/10


MAYORSIGNED: 4/26, 2010

ATTEST:


CLERK OF COUNCIL

Dayton Legal Blank, Inc.

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Passed April 26, 2010

Exhibit A

Essential Duties:

- Represents the City Council, Mayor and all Department Heads in all administrative and legal proceedings ranging from federal to municipal matters.
- Manages claims on behalf of, and against the City.
- Participates in all City Council meetings, CIC, Planning Commission and Zoning Board of Appeal's meetings.
- Provides legal advice to City department heads and other City employees in regard to their official duties and responsibilities.
- Inspects and approves contracts, bonds and policies in which the City is involved.
- Drafts and reviews ordinances, resolutions, deeds, easements, agreements and other legal documents for the City Council, Mayor, Administrator and other City officials.
- Investigates and makes recommendations to the City Council on cases for and against the City.
- Renders verbal and written opinions to City Officials.
- Communicates legal policies, procedures and decisions to the City Council, City and officials, and the general public.
- Assists Department Heads to see that all laws and ordinances are faithfully performed.
- Performs other duties as directed by a majority of Council or provided for under the City Charter.
- Works closely with outside hired attorneys, the Clerk of Council, the City Administrator and the Finance Director to gather information to provide to Council.

Guidelines for weekly work:

- The Director of Law is permitted to take 3 weeks of paid vacation.
- Must be present in the office or working on official business 16 hours per week.
- Must advise the Clerk of Council of availability at a specific time and day, once a week, said time and day to be consistent each week.
- Must notify the President of Council of vacation, etc. at least one week in advance.
- Must submit a monthly log with hours worked to Clerk of Council.

Qualifications:

- Shall be an attorney-at-law admitted to practice by the Supreme Court of the State of Ohio, and shall have engaged in active practice in excess of five (5) years prior to appointment pursuant to Section 3.04 of the Charter of the Municipality of North Canton, Ohio